



**Embassy of the United States of America
Port of Spain, Trinidad and Tobago**

IMMIGRANT VISA INTERVIEW CHECKLIST

Every principal applicant and accompanying dependent must attend the interview. You must submit all original documents on the day of your visa interview if not already submitted to the National Visa Center (NVC).

Required Actions Prior to your Visa Interview:

If your Immigrant Visa is approved, your visa will be delivered to your home address or at a DHL pick up location free of cost. Every IV applicant must complete this process prior to attending their consular appointments. **You can register** for courier online at: <http://usvisa-info.com>, click on the instruction "Create Account" and enter the information requested. Select the "Register for Courier" link and when prompted to select a trip purpose, you will need to choose the "Immigrant Visa" option, and then select "Immigrant Visa Register for Courier". Follow the process indicated on this website and **make sure to do this for every family member that applied for a visa**. You may also call **868 224 3099 (local) or 703 439 2361 (from within the US)** for assistance with the courier registration process.

Once you complete the courier registration process, print the confirmation page from the system and bring it with you on the date of your consular appointment.

Please make sure you have the following documents before arriving at your schedule appointment. **(if not already submitted to the National Visa Center)**

- ☐ **DHL delivery confirmation page.**
- ☐ One completed Application for Immigrant Visa and Alien Registration, Form DS-230 Part II. Please fill out this form using a typewriter or block letters. **DO NOT SIGN IT UNTIL YOU ARE INSTRUCTED TO DO SO BY THE CONSULAR OFFICER.** Every numbered part must be completed. If any part does NOT apply to you, write "NOT APPLICABLE." **One form must also be completed for each member of your family who plans to immigrate with you.**
- ☐ Passport for each principal applicant and accompanying dependent, with current name. Each passport must have at least eight months validity beyond the issuance date of the visa. You must also submit all previous passports for the principal applicant and accompanying dependent(s).
- ☐ Two(2) colored photographs for each applicant. The photograph must be an unmounted full-face photo 2 inches square (roughly 50 mm square) with the head centered in the frame, taken within the past six months and on a white background. One photo for the Embassy and one for the Panel Doctor.

- ☐ Original and one copy of the **Trinidad & Tobago computerized birth certificate** of each petitioner, principal applicant and accompanying dependent. In cases where only one parent of minor child (under 18 years) is immigrating and the father's name is on the birth certificate, please provide one of the following: Original custody order in favor of immigrating parent, original consent letter notarized by Notary Public or Commissioner of Affidavit from non-immigrating parent, non immigrating parent present at interview with identification, or death certificate from non immigrating parent.
 - ☐ Original and one photocopy of baptismal certificate(s) and birth affidavit(s) (if applicable).
 - ☐ Original and one photocopy of deed poll for name changes (if applicable).
 - ☐ Original and one photocopy of marriage certificate (if applicable).
 - ☐ Original and one photocopy of divorce decree and/or death certificate of any former spouse (if applicable).
 - ☐ Original police certificate (**if not already submitted to the National Visa Center**) for each applicant age 16 and older, from your country of nationality or residence (except the United States) where he or she has resided for six months or longer. Police certificates are also required from all other countries where the applicant has resided for one year or more. The Embassy keeps the original certificates.
- Note: Police certificates are valid for a period of one (1) year from the date they are issued.***
- ☐ Original court or prison records (if applicable).
 - ☐ **APPLICANTS FOR THE DIVERSITY VISAS:** Proof of education or work experience. You must have either (a) successfully completed at least high school (a minimum of 5 CXC passes in Trinidad and Tobago) or its equivalent or (b) have two years of work experience within the past five years, in an occupation requiring at least two years' experience.
 - ☐ Evidence of financial support (**if not already submitted to the National Visa Center**) must be brought in on the day of the appointment.

If you must present evidence of financial support the day of your interview, please ensure you have the following:

FOR MOST APPLICANTS:

- Affidavit of Support Form I-864, from your sponsor. Each principal applicant must have an **original** affidavit of support signed by the sponsor. Accompanying dependents must present a photocopy of the original form presented for the principal applicant.
- One copy of the sponsor's U.S. passport, birth certificate, Naturalization Certificate OR green card

- One copy of the sponsor's last year of 1040 federal income tax returns
- One copy of the sponsor's last year of W-2 statements
- One **original** job letter stating the sponsor's position, salary, number of hours worked per week and length of time in the job.

DERIVATIVE APPLICANTS FOR MOST EMPLOYMENT-BASED VISAS:

- Affidavit of support Form I-134 from the Principal Applicant or a U.S. citizen or legal permanent resident willing to offer you financial support upon immigration to the United States, preferably a family member; AND/OR evidence of your ability to support yourself in the United States, such as proof of your assets.
- One copy of the sponsor's most recent 1040 federal income tax return
- One copy of the sponsor's most recent W-2 statement (optional)
- One copy of the sponsor's most recent bank statement (optional)
- One **original** job letter stating the sponsor's position, salary, number of hours worked per week and length of time in the job.

(These requirements can vary. You and your sponsor should consult the instructions for filling out the I-864 Affidavit of Support or the I-134 Affidavit of Support)

APPLICANTS FOR THE DIVERSITY VISAS:

- Affidavit of support Form I-134 from a U.S. citizen or legal permanent resident willing to offer you financial support upon immigration to the United States, preferably a family member; AND/OR evidence of your ability to support yourself in the United States, such as proof of your assets.
- One copy of the sponsor's most recent 1040 federal income tax return
- One copy of the sponsor's most recent W-2 statement (optional)
- One copy of the sponsor's most recent bank statement (optional)
- One **original** job letter stating the sponsor's position, salary, number of hours worked per week and length of time in the job.

- ☐ Completed medical reports. All intending immigrants are required by U.S. law to undergo certain medical examinations. Instructions for these examinations are attached. Bring the medical report and X-ray that the doctor gives you.

Note: Medical examinations are valid for a period of one (1) year from the date of the exam.

- ☐ **VISA FEE:** Each immigrant, regardless of age, requires a separate visa fee (**IF NOT ALREADY PAID TO NVC**). The visa fee was revised from April 13, 2012. **For Family Based Immigrant Visas** you must be prepared to pay a fee of **US \$230**. **For Employment Based Immigrant Visas** you must be prepared to pay a fee of **US \$405**. **For Diversity Visas** you must be prepared to pay the DV Lottery Visa fee of **US \$330**. **For All Other Immigrant Visas** you must be prepared to pay a fee of **US \$220**. The fee can also be paid in TT equivalent using Visa or MasterCard. **DO NOT PAY THIS FEE AT SCOTIA BANK. CHECKS AND LINX CARDS ARE NOT ACCEPTED.**

- ☐ **Proof of Domicile:** A petitioner living abroad must present proof that both you and your beneficiary intent to establish domicile in the U.S. **Please refer to the Domicile Information Sheet for more information on establishing domicile.**

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IMPORTANT NOTICE

****Effective September 23, 2003, applicants for immigrant visas as healthcare workers must submit the original and one (1) copy of their VisaScreen certificate issued by the International Commission on Healthcare Professions.**

No assurance can be given that a visa will be issued. Only after all documents have been reviewed, the consular officer has interviewed you and you sign and swear to your formal application can a decision be reached by the officer as to your eligibility under the law to receive a visa. At times, the officer will require additional documents to be submitted or routine verification of the application. **YOU ARE ADVISED NOT TO MAKE ANY TRAVEL ARRANGEMENTS FOR DEPARTURE FROM THIS COUNTRY, NOT TO DISPOSE OF YOUR PROPERTY AND NOT TO GIVE UP YOUR JOB UNTIL THE VISA HAS BEEN ISSUED.** The visa is usually valid for six months from the date of issuance, which means that you must enter the United States during that six-month period.

This office will make every effort to expedite your visa interview on the day of your appointment. However, it is possible that you will have to spend the entire morning at the Embassy before final action can be taken on your application.

IF YOU FAIL TO KEEP YOUR APPOINTMENT OR NOTIFY THIS OFFICE, YOUR APPLICATION AND ANY IMMIGRANT PETITION APPROVED ON YOUR BEHALF WILL BE CANCELED ONE YEAR AFTER YOUR SCHEDULED APPOINTMENT.